



SORRT

NETWORK

CALENDAR

Annual Recycling Reports Due

FEBRUARY 1, 2011

Large-sized businesses
(250 or more employees)

MARCH 1, 2011

Medium-sized businesses
(100 to 249 employees)

Selected small-sized businesses
(less than 100 employees)

**Commercial property owners/
managers of multi-tenant facilities**



Business Recycling:
It's the Law.



A New Recycling Report Filing Season is Underway... Are you Ready?

Once again, we are fast approaching the final deadline for the Annual Business Recycling and Waste Reduction Report filing season, and even if you have filed your report before, the task can seem daunting; however, filing your recycling report can be easier than you think! Follow our step-by-step recommendations to make this filing season easy for you and your business.

- Make a list of all the materials that are collected for recycling at your workplace as well as the companies that collect these recyclables. This will provide you with a list of vendors that you will need to contact to get your tonnage reports.
- Contact your recycling and refuse collection vendors to request your tonnage reports. As the filing deadline approaches, collectors tend to get overwhelmed by the number of businesses requesting tonnage reports from them. So contact your collector early, or better yet, request your tonnage reports on a monthly basis so that you already have them on file.
- Use our Recycling/ Trash Weight Calculator (www.montgomerycountymd.gov/recycling) to calculate your tonnage report. We have a wealth of information that can help you estimate the amount of recyclables and waste your property generates. These estimates can also help you track your monthly progress in case your collection company is unable to provide you with this information.



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Visit Our
Web Site

www.montgomerycountymd.gov/recycling

- File on-line. Filing your report on-line reduces the chances of your report getting lost in the mail. It provides easy access to previous annual reports filed by your company, plus it reduces the amount of paper generated which helps our environment! You can file on-line at www.montgomerycountymd.gov/content/dep/swsrecyc.asp.

Staff from the Division of Solid Waste Services will visit your business to complete a field verification of the information included in your annual recycling report. If you have an initiative that you would like us to know about, please be sure to include that information in your report.

Questions? Please contact Gabriela Monzon-Reynolds at 240-777-6486 or Gabriela.Monzon-Reynolds@montgomerycountymd.gov. We'll be happy to help.

Did you Know?

Most types of clean dry paper are recyclable in Montgomery County. Here are some examples of paper items that can be recycled at your workplace:

- All white and colored office paper
- Post-it notes
- Cardboard boxes
- Paper folders and binders
- Magazines and catalogs
- Shredded paper
- Paperboard (such as the boxes from frozen food meals or snack foods)
- Unwanted mail
- Kraft envelopes and manila folders



Annual Recycling Report Filing Tips

- ✓ Your Annual Recycling and Waste Reduction Report always covers recycling and waste disposal activities for the previous calendar year.
- ✓ Mandatory materials that businesses must report on include: mixed paper, commingled materials, scrap metal, yard trim and Christmas trees.
- ✓ Shredded paper is still paper and can count towards your recycling rate. Contact your shredding vendor and request a tonnage report.
- ✓ If your building or property has a grassy area that is landscaped, talk to your landscaper to determine if the yard waste is being composted or "grasscycled" (leaving the grass clippings on the lawn). We can help you estimate the amount of material generated and you can count this amount towards your recycling rate.
- ✓ List any voluntary materials that your business recycles, i.e. toner cartridges, textiles, computer equipment, plastic bags, etc.
- ✓ Include the total amount of solid waste (trash) collected from your business. This allows the County to estimate your recycling rate.
- ✓ Don't forget to list the companies collecting your recyclables and waste. If you don't list them, we'll have to give you a call to find out this information from you.
- ✓ Describe your business's waste reduction and education efforts on your report.
- ✓ If your collector is filing the annual report on your behalf, make sure to obtain a copy of what was filed.
- ✓ Sign your report. Reports must be signed by the responsible corporate officer as well as the person completing the report.

Tenant/Employee Recycling Education 101

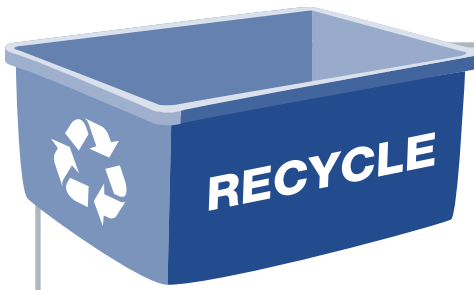
Education is always the key component of a successful recycling program and spreading the word about your recycling program has never been easier. Here are some ideas on how to educate your tenants or employees about your recycling program:

- 1.** Include recycling information during new employee orientation sessions or in training materials handed out to new employees. For property managers, make this information available through move-in packages.
- 2.** Include information in your newsletter. Periodic reminders to tenants and employees will ensure a smooth running recycling program.
- 3.** Display informative recycling posters in key areas such as kitchenettes and central collection sites. You can make your own posters to address your specific needs/instructions or you can obtain general recycling posters from the Montgomery County Division of Solid Waste Services.
- 4.** Conduct a tenant/employee outreach and education event. The County can help you by setting up an informational table display in your lobby area or invite us to your next tenant/employee meeting. We'll be happy to present information on the benefits of recycling and our recycling requirements and answer recycling questions from your employees/tenants.
- 5.** Distribute educational materials about recycling. You can obtain our wide variety of brochures and flyers and distribute them at your next meeting. You can also set up a "recycling information station" accessible to all tenants/employees.



Need Help?

The Montgomery County SORRT Program can set up an informational table in your lobby or present at your next tenant/employee meeting on the benefits of recycling and answer recycling questions from your employees/tenants. Please contact Gabriela Monzon-Reynolds at 240-777-6486 or Gabriela.Monzon-Reynolds@montgomerycountymd.gov.










There's always time for recycling...




✓ Recycling Checklist

Commercial properties and businesses must recycle the following materials if these products are generated:

MIXED OR SORTED PAPER

-  White Paper & Colored Paper
-  Cardboard, Boxboard, & Cereal Boxes
-  Newspaper & Inserts
-  Magazines & Catalogs
-  Telephone, Paperback, & Hardcover Books
-  Unwanted Mail & Envelopes with or without windows
-  Shredded Paper & All Other Clean, Dry Paper

COMMINGLED CONTAINERS

-  Glass Bottles & Jars
-  Aluminum Cans & Foil Products
-  Bi-Metal Food & Beverage Cans
-  Plastic bottles and containers, tubs, lids, jars, pails, buckets, and flower pots

-    **YARD TRIM**
(Grass, Leaves, and Brush)

-  **CHRISTMAS TREES**
-   **SCRAP METAL**

Businesses are encouraged to voluntarily recycle the following materials:

- Toner Cartridges
- Computers
- Pallets
- Batteries

www.montgomerycountymd.gov/recycling

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Montgomery County Division of Solid Waste Services
Smart Organizations Reduce and Recycle Tons (SORRT) Program
101 Monroe Street, 6th Floor
Rockville, Maryland 20850
e-mail: gabriela.monzon-reynolds@montgomerycountymd.gov
Important Contact Information
www.montgomerycountymd.gov/recycling
Customer Service **3-1-1**
(240) 777-0311 (outside of Montgomery County)
(240) 777-3556 (TTY)
This information is available in an alternate format by
calling Gabriela Monzon-Reynolds at (240) 777-6486
Printed on Recycled
and Recyclable Paper



WINTER 2010

